

Designing Parcels for Automated Processing

Related QSGs: 050, 700

830

Quick Service
Guide

Overview This guide will help you design parcels for automated processing for faster, more efficient delivery.

Characteristics and Content (C050)

Dimensions:

- Rectangular, square, or cube.
- Not less than 3 inches or more than 17 inches high.
- Not less than 6 inches or more than 34 inches long.
- Not less than 0.25 inch thick or more than 17 inches thick.

Weight:

- Not less than 8 ounces or more than 35 pounds.
- Books and printed matter not more than 25 pounds.

Proper Container (C010.3)

Use sturdy materials to withstand handling.
Size must be adequate to contain items and provide space for cushioning material.

- Paperboard boxes for easy and average loads to 10 pounds.
- Metal-stayed paperboard boxes for easy and average loads up to 20 pounds.
- Solid corrugated fiberboard boxes as shown below.

Grade	Maximum lb. weight of box and contents		Maximum length & girth in inches
	Easy and avg. loads	Difficult loads	
125	20	—	67
175	40	20	100
200	65	45	108
275	70	65	108
350	—	70	108

- Wood, metal, or plastic boxes are generally acceptable for all types of loads.
- Soft goods in paper or plastic bags and enveloped printed matter up to 5 pounds are acceptable. Avoid waxed or oiled materials, exterior styrofoam boxes, and unsecurely packaged articles.

Cushioning (C010.4) Cushioning absorbs shock and vibration of handling. Combinations of cushioning materials are most effective. Cushion items separately. Examples of cushioning materials: foamed plastics, rubberized hair, corrugated fiberboard, loose-fill material, shredded paper.

Closure and Sealing (C010.5)

- Use pressure-sensitive, reinforced tape.
- Reinforced paper tape at least 2 inches wide, at least 60-pound basis weight.
- Adhesive (glue, paste, thermal plastic, etc.). Must be serviceable from -20°F to 160°F. Staples and steel stitching acceptable if spaced less than 5 inches apart for easy loads; less than 2.5 inches for difficult loads.

Avoid twine, cord, rope, cellophane tape, and masking tape.

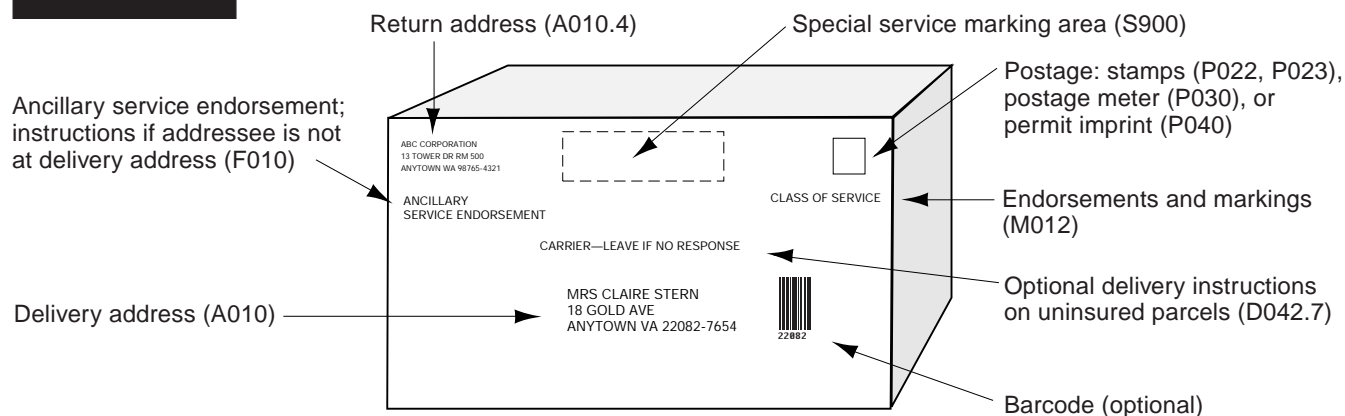
Mail Preparation

Sacking and labeling (M630.6).
Palletization of combined Standard Mail (A) and (B) machinable parcels (M073).
Palletization of Standard Mail (A) or Standard Mail (B) machinable parcels (M045.8).

Special Services (S900) See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Designing Parcels for Automated Processing

**Weight:**

- Not less than 8 ounces or more than 35 pounds.
- Books and printed matter—not more than 25 pounds.

- Only postage, address, and delivery instructions to appear on face of package.
- Class of service may be indicated on face and sides.
- Avoid glassine covering address and barcode.

Barcode, Optional

Code 39



Code 128



Interleaved 2 of 5



The barcode consists of the ZIP Code and a check character. The barcode may appear anywhere on the face of the parcel.

Barcode Dimensions:

Height should be greater than 3/4 inch. Contact your postal business center for specifications.

Container (see front for details):

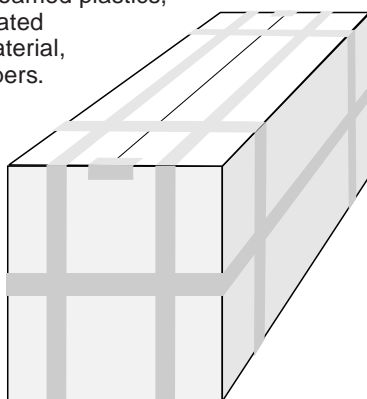
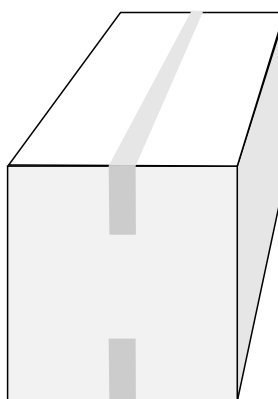
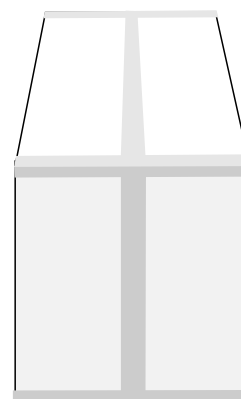
- Sturdy paperboard or fiberboard boxes.
 - Wood, metal, or plastic boxes.
 - Plastic or paper bags may be used up to 5 lb.
 - Enveloped printed matter up to 5 lb.
- Avoid waxed or oiled materials, styrofoam exterior box.

Cushioning:

- Cushion items separately.
 - Combine materials for most effectiveness.
- Cushioning materials: foamed plastics, rubberized hair, corrugated fiberboard, loose-fill material, and shredded newspapers.

Sealing (see front for details):

- Pressure-sensitive reinforced tape.
 - Reinforced paper tape.
 - Staples or steel stitching.
 - Adhesive.
- Avoid twine, cord, rope, cellophane tape, and masking tape.

Pressure-sensitive
filament tapeReinforced kraft
paper tape

Kraft paper tape